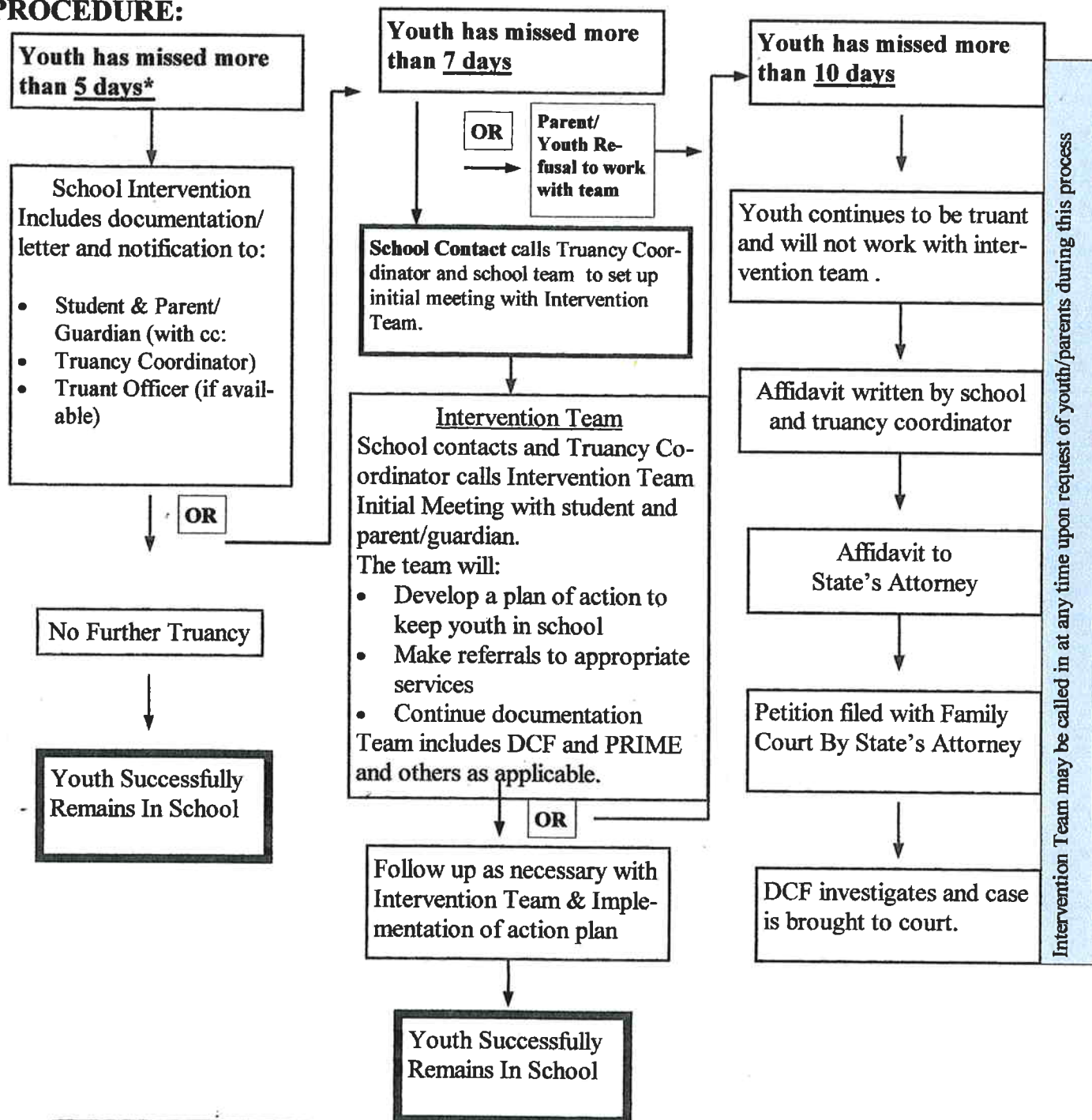


Regional Attendance/Truancy Policy and Procedures

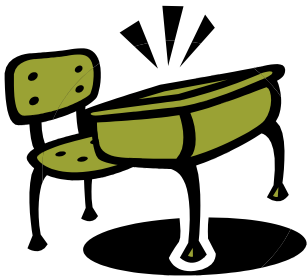
POLICY:

"A student shall be declared truant if he/she has had unexcused absences from school for more than ten days in one semester. Truant is inappropriate absences from school, which is defined as unexcused or insufficient excuse for absence. After five inappropriate absences, the procedures will be followed. "

PROCEDURE:



* Districts utilize their own interventions and are in contact with students and families prior to beginning the process. This ensures that the students and families have been informed of the attendance policy. The onset of this process is left to the individual school's discretion.



RUTLAND REGIONAL TRUANCY PROJECT

@ Vermont Achievement Center
88 Park Street – PO Box 6283
Rutland, VT 05702 802.775.2395

Procedures

Please note that each school should have a clear definition of unexcused absences available for parents to see upon request and a copy for the coordinator if requested.

Step 1:

More than **Five (5) days** of unexcused absences...

Once a student has acquired more than five unexcused absences, the school can send the (5) day letter to the family. The letter should be sent certified mail, snail mail or delivered by a truant officer/SRO if one is available. The letter should include the exact dates missed and outline the procedure. (included in the letter templates). Schools should fax a copy of that letter to the Truancy Project Coordinator so that we know the process has started for that student in that school.

Step 2:

More than **Seven (7) days** of unexcused absences...

Once the student has acquired at least 2 more unexcused absences (from the time the letter is sent) the intervention meeting can be set. Please contact the **Truancy Project Coordinator** [REDACTED] to schedule the intervention meeting. Give consideration to who from the school team should be there and what times might work for most members of the team. Once the meeting time and date have been sent, send the letter to the family by certified mail or delivered by a truant officer/SRO if one is available in your district. Please fax a copy of the letter to [REDACTED] **We will fax the letter to DCF (Department of Children and Families) to notify them of the who, when and where of your meeting.**

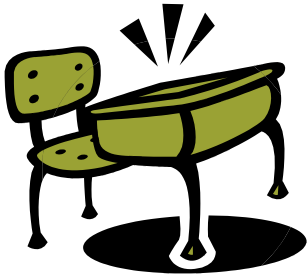
The Project Coordinator will facilitate this meeting and develop a plan with the school team, the family and student to support improved attendance. If the team feels that follow-up with the student is necessary then those meetings will be scheduled as needed.

Step 3:

More than **Ten (10) days** of unexcused absences...

In the event that 3 more additional unexcused absences occur, the school team may move forward within a reasonable amount of time and file an affidavit. The Truancy Project Coordinator is available to assist in writing this document and will provide a template for the school to use that includes the necessary information for the judge and attorneys. Once filed, the school can provide records of recent attendance and other relevant information regarding parent/school contact, student attitudes and or parental contact if appropriate. This can be sent to the state's attorney's office as an addendum to the affidavit so that the data is as current as possible for the courts. The Truancy Project Coordinator can provide you with a template for this as well.

Only the family will be notified of the court date. The time frame from filing an affidavit until a court date is set is not predictable. Schools may call the State's Attorney's office to inquire as to whether or not a date has been set. Generally, it may take up to four weeks from the time of filing. We ask that you continue to monitor attendance. If asked by a family who has been notified of a court date, remind them that their child should always be encouraged to attend school since the judge takes all information into consideration.



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MEMORANDUM OF UNDERSTANDING (2005-2006)

In order to best serve your students, the Truancy Project will outline the responsibilities for the project, our schools and the community partners. In signing this contract it is recognizing that each party has knowledge of their respective responsibilities to the program and its partners.

The Program will:

1. Contact each school annually to insure that the responsible parties in each school are informed of the location, phone numbers and any new program details.
2. Insure that each school is given access to the coordinator by phone or with a meeting to gather first hand information regarding the process, protocol and philosophy of the project.
3. Support each individual school in best adapting and implementing the project into their school's procedures or policies.
4. Schedule intervention meetings at times that accommodate school schedules.
5. Insure that the process will move forward as efficiently as possible through all hoops required.
6. Facilitate all intervention meetings and contact DCF, community providers (as appropriate) and/or the Assistant State's Attorney upon request or as necessary.
7. Will schedule a follow-up meeting if desired by the team/family.

The School will:

1. Initiate contact with the project coordinator with any questions or concerns about the process and/or specific cases.
2. Use the information packet as a guideline to implement and organize the process with their community, parents and personnel.
3. Forward (by fax) copies of the letters sent to parents and/or affidavits to insure proper data collection.
4. Maintain accurate attendance records for parents and the project.
5. Attempt to solve the problem on their own prior to initiating the procedures.
6. Identify an individual to be the contact person for the project coordinator.
7. Implement the project consistently with all families to minimize the appearance of favoritism, elitism or discrimination of any kind.

The Community Partners (DCF, State's Attorney's office, Family Court, SRO's, Rutland Mental Health) will:

1. Cooperate with the project when necessary at project meetings, at intervention meetings or with questions and concerns about the process or results.

Job Title: Truancy Project Coordinator

Organizational Location: PRIME

Reports to: VP – Programs and Services

Responsible for: Overseeing and implementing the Regional Truancy Project

FLSA Category:

Principal Duties and Responsibilities

1. Securing contracts for service with school districts and/or individual schools annually.
2. Administrating the project with individual schools.
3. Providing technical support and consultation as needed to each school.
4. Coordinating truancy prevention strategies with school teams as needed or requested.
5. Scheduling interventions meetings with school personnel.
6. Facilitating intervention meetings and developing individual case plans with school teams to support improved attendance.
7. Identifying the school, family and coordinators responsibility on a case by case basis.
8. Scheduling follow-up meetings with students, parents and or school personnel to measure progress in meeting intervention goals or provide student support.
9. Collect data for the project to disseminate to individual districts or schools.
10. Assist schools in determining whether a legal intervention is necessary as a final step to their process.

RUTLAND REGION'S TRUANCY PROJECT COMMUNITY INTERVENTION SUMMARY REPORT

(Please forward to Deputy State's Attorney's office with your affidavit)

Student Name: School:

Date of Community Intervention Meeting:

In Attendance:

	Name	Relationship/Position
--	------	-----------------------

- | | | |
|-----|--|--|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |

☐ Intervention Meeting Summary:

Total Absences =
Excused =
Unexcused =
Tardies =

☐ "NO-SHOW"

Intervention Plan Outline:

-
-
-
-

AFFIDAVIT ADDENDUM ATTENDANCE REPORT

Student Name:

School:

of Unexcused Absences:

of Excused Absences:

of Tardys:

Family Attitude/Cooperation:

Student Attitude:

School Contact Person / Phone:

Report completed by:

Date of Report:

School Letterhead

SAMPLE

(date)

Dear _____,
(parent or guardian)

Our records indicate that your child enter student's name has had **more than five (5) unexcused absences from school.**

indicate the dates of the five unexcused absences on this line_____

Our school districts attendance policy mandates that *we consider your child truant if he/she has had more than ten (10) unexcused absences.* Our district views school attendance as a parent or guardians responsibility. Failure to ensure that your child is attending school may constitute educational neglect and lead to legal action.

We have alerted the Truancy Project Coordinator working with us and **after seven (7) days of unexcused absences, you will be notified of the time and date of a Community Intervention team meeting. YOU AND YOUR CHILD MUST ATTEND THIS MEETING!** We will be developing an action plan to support your child's staying in school and identify the community resources available to you to ensure his/her school attendance. *Should you and your child fail to attend that meeting and his/her unexcused absences continue to more than ten (10) unexcused absences, he/she will be identified as truant.*

Once truant, we will notify you and refer your child's case to the AHS - Department of Children and Family Services. At DCF, a case worker will be assigned, the case reviewed and forwarded to the State's Attorney's office to be filed with Family Court for action.

Our goal is to work with you and your child before he/she is identified as truant. Truancy is a behavior that can lead to poor performance, academic failures and more serious problems throughout your child's life.

Please let us know if we can help. Feel free to contact us or stop in before or after school hours.

Sincerely,

C:

CERTIFIED LETTER#_____

School Letterhead

SAMPLE

(date)

Dear _____,
(parent or guardian)

Our records indicate that your child _____ *students name here* **has had more than seven (7) unexcused absences from school .**

(indicate the dates of absences here) _____

Our school districts attendance policy **considers your child truant if he/she has had more than ten (10) unexcused absences.** Our district views school attendance as a parent or guardians responsibility. Failure to ensure that your child is attending school may constitute educational neglect and lead to legal action.

Our **truancy intervention team** meeting has been set for :

indicate the date of the intervention team meeting on this line

Our goal for this meeting will be to set up a plan that supports your child's staying in school. We look forward to meeting with you and your child around this issue.

We expect that you the parent(s) or guardian(s), along with your child attend this meeting. Failure to attend and continued absences will result in truancy and a referral to DCF, the State's Attorney's office and Family Court.

Please feel free to contact me with any questions or concerns.

Sincerely,

c:

CERTIFIED MAIL# _____

School Letterhead

SAMPLE

(date)

Dear _____,
(parent or guardian)

Our records indicate that our intervention strategies have been unsuccessful and that your child students name here has had more than ten (10) unexcused absences from school.

(insert dates)

Our school districts attendance policy mandates that we consider your child truant if he/she has had more than ten (10) unexcused absences.

We are forwarding this information to the DCF office in preparation for filing and affidavit with the State's Attorney. Please feel free to contact Jo Bania at the DCF office **(786-5817)** with any questions.

Sincerely,

C:

CERTIFIED MAIL# _____